

JOB APPLICATION FORM

APPLICANT SECTION

Personal details

Given name: _____ Family name: _____

Preferred name: _____

Address: _____

Telephone _____ Daytime: _____ Mobile: _____

Email: _____

Position Applied for:-

Current qualifications

Do you have an Agents or Salespersons licence No

Yes Licence # _____ Expiry date __/__/____ attach Copy

Do you have an Drivers licence No

Yes Licence # _____ Expiry date __/__/____ attach Copy

TRANSPORT

CAR _____ MAKE _____ MODEL _____ YEAR _____ ENGINE CAPACITY _____

Other qualifications

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training?
 (tick one)

Yes No

If yes, course/program name: _____

(tick one) Full time Part time Distance Other

Notes:-

Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

Why did you leave previous employment?

Do you agree to have referees contacted in relation to this application? (tick one)

Yes No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

What type of work are you available for? (tick one)

Full time Part time Casual

When will you be available for work?

TO A MAXIMUM OF 38 HOURS PER WEEK

PLEASE INDICATE IF YOU WILL BE AVAILABLE TO WORK BETWEEN THE HOURS OF 8:30 TO 5:30 MONDAY TO FRIDAY

Yes
 No Please give Details

PLEASE INDICATE IF YOU WILL BE AVAILABLE TO WORK BETWEEN THE HOURS OF 11:30 TO 5:30 SATURDAY & SUNDAY

Yes
 No Please give Details

WHAT IS YOUR ATTITUDE TO WEEKEND AND AFTER HOURS WORK?

WHAT ATTRACTS YOU TO A CAREER IN REAL ESTATE?

WHAT ARE YOUR PERSONAL AMBITIONS?

Within 12 months

Within 5 years

WHAT ARE YOUR STRENGTH?

WHAT ARE YOUR WEAKNESSES?

WHAT WAS YOUR AVERAGE INCOME OVER THE LAST 12 MONTHS?

12 months prior to that

HAVE YOU BEEN IN REAL-ESTATE IN THE PAST?

No

Yes

Please give Details

SALES PERSONS ONLY SKIP TO + IF APPLYING FOR A DIFFERENT POSITION

HOW MANY SALES PER MONTH DO YOU PREDICT COMPLETING? _____

NORMAL COMMISSION EXPECTED WITH RETAINER AND TRAVEL ALLOWANCE? _____ %

COMMISSION EXPECTED FOR COMMISSION ONLY WHEN QUALIFIED? _____ %

HAVE YOU BEEN IN REAL-ESTATE SALES IN THE LAST 3 YEARS AND DO YOU QUALIFY FOR COMMISSION ONLY EMPLOYMENT

No - HAVE NOT EARNED OVER \$60,000 IN ONE OF LAST 3 YEARS FROM WORK IN THE INDUSTRY

No - I'm not able to contract to Walker & Keipert

No - Other _____

Yes

Please give Details

If you qualify for commission only do you want to work on this basis Yes No

Reason?

+Position you can or aspire to do: circle if you have done in past x if you want to do ? to discuss at interview

Office Principal, Owner, Franchisee, Land Agent

Owner, Principal, Franchisee, Manager.

Sales – Sales Admin

Manager, Branch Manager, Sales Manager, Senior Sale Consultant, Auctioneer, Sales consultant, Trainee Sales consultant, Personal Assistant, Telemarketer, Junior Assistant, Finance Provider.

Rental – Rental Admin

Manager, Branch Manager, Rental Manager, Trust account administrator (Accountant), Arrears officer, Renewals administrator, Inspection Officer, Maintenance Officer, New Business Manager, Insurance Officer.

Administration

Manager, Branch Manager, Accountant, Advertising Consultant, Publishing Representative, Finance Provider.

OTHER INFORMATION

Please provide any other information that you identify as being pertinent to this application
(eg medical conditions, disabilities)

PLEASE MAKE A NOTE HERE OF ANY QUESTIONS OR COMMENTS.

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: _____ Date: _____

EMPLOYER SECTION Confidential – reference checks for office use only

Reference name	Comments	Would re-employ?		Initial	Date
		Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Action

Interview arranged for: <insert date>

Offer of employment made

Position:

Letter of advice sent: <insert date> By: <insert name>

Letter of appointment signed: <insert date> By: <insert name>

Induction due on: <insert date>

Payroll details entered: <insert date> By: <insert name>

Probationary period expires on: <insert date>

Notes

Application unsuccessful

Letter of advice sent: <insert date> By: <insert name>

Application to be destroyed on: <insert date>

Notes:-